



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 1-27-72	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 9		Date Received FEB 22 1972	Application No. 71 Date Completed FEB 28 1972
3. AGENCY, Division, Subdivision & Administering Office Address Family and Children Services 524 State Office Building Atlanta, Georgia 30334		4. Person to Contact Robert E. Dorn	5. Working Title Procurement Officer
		6. Tel. No. 656-4451	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Inclusive Dates Dec. 1960-to Date*	9. EXACT SERIES TITLE State, Institution & County Miscellaneous Files (Personnel)
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10. What function performed resulted in creation of this series

Providing central personnel functions for the state, county, institutions and various projects. The Personnel office provides services of position establishment, recruitment, interviewing, certification, records transactions, leave maintenance and certification, payroll certification, records maintenance and employee benefits. Coordinate personnel activity with the State Merit System.

11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any

This file includes, but is not limited, to the attached samples:

* These files will be cut-off every fifth calendar year.

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	8	12	Floor Space Occupied (Square Feet)	2	3
Legal-size File Drawers				In Office(s) 21	In Storage Area(s)
			By Annual Accumulation	This Year's	Last Year's
			AVERAGE DAILY REFERENCES	25	15
				5	3

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ YES ☒ NO
14. Is there a duplication of this series in another office or agency? Partial in Merit System ☒ YES ☐ NO
15. Is the information contained in this series ever summarized or published? ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling? ☒ YES ☐ NO
17. Does the series document policies and procedures of agency's operation or function? ☒ YES ☐ NO
18. Could the function be performed if the files were lost or destroyed? ☒ YES ☐ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☒ YES ☐ NO
22. Is the series affected by Federal or grant funds? ☒ YES ☐ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO

24. REQUIREMENTS. The following requires the files to be kept 7 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

When making administrative decisions, it is sometimes necessary to reconstruct a personnel situation which has developed in a county department, over a long period of time.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ~~5th~~ ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER, then:

A. ☐ Destroy immediately after cut off.

B. ☒ Hold in current files area month(s) / 7 year(s), then:

1 ☒ Destroy. (Every year, destroy the oldest year)

2 ☐ Transfer to records center; hold year(s), then:

a ☐ Destroy.

b ☐ Transfer historical material to Archives; destroy remainder.

3 ☐ Destroy after audit (or year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area year(s), then transfer to Archives permanently.

E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by
Robert E. Dorn

Recommendations prepared by
Robert E. Dorn

Approved for Division Date

Records Management Officer Date

Recommendations
in Paragraph 25
are:

☒ Approved ☐ Disapproved

Head of Agency

Tom Parker

Date

1-31-72

☒ Approved ☐ Disapproved

Director, Archives & History

Garroll Hart

Date

2-21-72

☒ Approved ☐ Disapproved

Secretary of State

Ben W. Tipton

Date

2-23-72

☒ Approved ☐ Disapproved

Governor of Georgia

Jimmy Carter

Date

2-24-72